

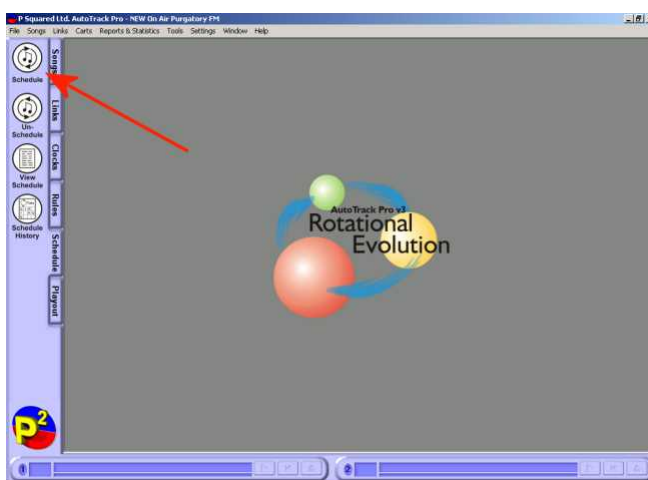
Autotrack Pro – Quick Guide to scheduling and un-scheduling

AutoTrack Pro is a complete music and link scheduling system designed to produce lively, diverse schedules for radio stations of all types and sizes.

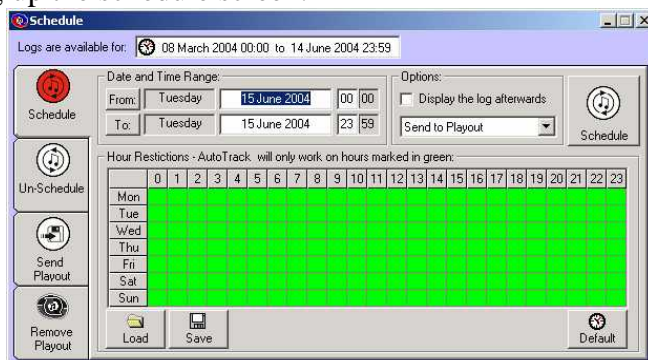
Once all the music and links have been scheduled as per your criteria, you can make any changes that you wish before the final schedule is 'pushed' to your station's playout system. AutoTrack Pro will even help you to select alternative items by showing you what other songs or links are available and whether placing them in the log would break any of the Rules or Guides that you have set up to ensure you get the perfect sound for your station.

You will probably use the scheduling feature on Autotrack Pro very frequently. It is perhaps useful to have this as a reference guide to start off with. You will need to have correctly configured Autotrack Pro so it can send your log to your playout system, you will also need to have correctly set up the clocks and rules. For more details on setting up this information see the Autotrack Pro manual.

Click on the schedule tab on the left hand side of your Autotrack Pro main screen. Click on the schedule icon, see the arrow below:



This will bring up the schedule screen.



Choose the dates that you want to schedule by clicking on the *From* and *To* buttons on the *Date and Time Range*. Alternatively you can type in the dates you want to schedule in the date box, see our highlighted section in the diagram below:

You have the option to display the log before Autotrack Pro sends it to your playout system. This could be useful if you are wanting to review any of the songs or to add any extra into it.

You also have the following options:

Send to Playout – Sends the log to your playout system, as soon as it has been generated.

Don't Send to Playout – With this option you have to manually send the log, this is useful if you are planning to review your log before it is sent.

Ask To Send to Playout – This option will check if it can send the log before it sends it.

Next click on the schedule button.




It will bring up the following screen, whilst it is choosing your songs and links. It will give you an overall progress bar which moves from left to right along the screen.

On our example below we have chosen *Don't send to playout* but display the log after it has scheduled.

If you chose to display the log it will bring up a scheduled report warning, displaying the timings of all the hours you have just scheduled.

Date	Hour	Reason
15 June 2004	00:00	Hour only has 01:00:33 hours:mins:secs
	01:00	Hour only has 01:00:26 hours:mins:secs
	02:00	Hour only has 01:02:07 hours:mins:secs
	03:00	Hour only has 01:00:56 hours:mins:secs
	04:00	Hour only has 01:03:48 hours:mins:secs
	05:00	Hour only has 01:02:59 hours:mins:secs
	06:00	Hour only has 01:02:06 hours:mins:secs
	07:00	Hour only has 01:02:54 hours:mins:secs
	08:00	Hour only has 01:02:05 hours:mins:secs
	09:00	Hour only has 01:03:42 hours:mins:secs
	10:00	Hour only has 01:02:20 hours:mins:secs
	11:00	Hour only has 01:04:17 hours:mins:secs
	12:00	Hour only has 01:01:53 hours:mins:secs
	14:00	Hour only has 01:03:24 hours:mins:secs
	15:00	Hour only has 01:04:30 hours:mins:secs
	16:00	Hour only has 01:01:30 hours:mins:secs
	17:00	Hour only has 01:00:27 hours:mins:secs
	18:00	Hour only has 01:02:11 hours:mins:secs
	19:00	Hour only has 01:02:30 hours:mins:secs
	20:00	Hour only has 01:00:58 hours:mins:secs
	21:00	Hour only has 01:02:10 hours:mins:secs
	22:00	Hour only has 01:03:39 hours:mins:secs
	23:00	Hour only has 01:01:20 hours:mins:secs

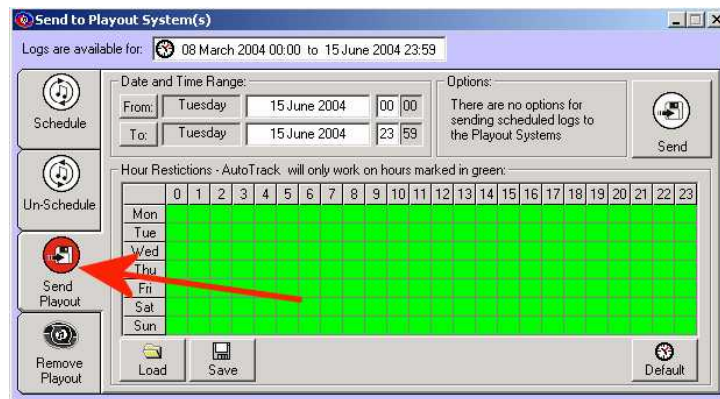
The diagram below is an example of how your scheduled log will look, if you want to change any of the details click on the  located at the right hand side. This will bring up the audio it can find in the same category and type as the highlighted audio. In our diagram below Autotrack Pro is looking for songs in the same category and type as Aftershock and Slave to the Vibe. So it is looking for songs that are in the category of 1993 and are in the *Dance* type.

Scheduled Log						
Schedule Date	Type	Cat	Typ	Title	Artists	Length
00:00:00	H Strt			Hour Start	LostSoul	
	Link	Sw...		Playing with Fire	Dry Sweepers ...	:17E
:17	Song	1993	Da...	Slave To The...	Aftershock	5:31F
5:48	Song	1993	Pop	Boom Shake T...	DJ Jazzy Jeff...	3:39F
9:27	Song	1993	Pop	Tease Me	Chaka Demus ...	3:36
13:03	Link	Sta...		Hell of a Station	Mixed sweeper ...	:9
13:12	Song	2004	Da...	Crush	Paul Van Dyk	3:48
16:59	Song	2004	Da...	Mass Destruction	Faithless	3:31E
20:30	Song	2004	Pop	Take Control	Jamieson, Ang...	3:04E
23:34	Link	Sw...		Have Fun Feel...	Dry Sweepers ...	:7E
23:41	Song	1999	Da...	Better Off Alone	Alice Deejay	2:51E
26:32	Song	1999	Da...	In And Out Of ...	ATFC	3:17F
29:49	Song	1999	Pop	Keep On Movin'	Five	3:14F
33:03	Link	Sw...		Hell of a Statio...	Dry Sweepers ...	:8E
33:11	Song	2002	Da...	You're A Super...	Love Inc	3:21E
36:32	Song	2002	Pop	Down Boy	Holly Valance	3:23E
39:55	Song	2002	Da...	Starry Eyed Su...	Oakenfold	3:03
42:58	Link	Sta...		Have fun, goin...	Mixed sweeper ...	:6
43:04	Song	2003	Pop	Crashed The ...	Busted	2:38E
45:42	Song	2003	Da...	Cry Little Sister...	The Lost Broth...	2:36
48:18	Song	2003	R...	In Da Club	50 Cent	3:36
51:54	Link	Sw...		Hell Laugh End	Dry Sweepers ...	:12E
52:07	Song	1993	Pop	U R The Best ...	D.Ream	4:00F

To add or replace any audio simply drag it into the log from the alternate items window.

Close this window once you are finished. You are now ready to send this log to your playout system.

You will need to click on the Send Payout tab. Choose the dates that you want to send to your playout machine then click send.



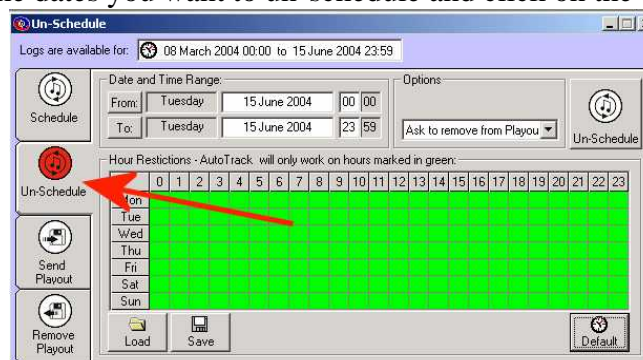
It will tell you the status of sending your log to the playout system in the bottom righthand corner.



To Unschedule and Remove your log from the Playout System

To unschedule any day that you have scheduled is very similar to the process of scheduling, but you need to click on the un-schedule tab.

Then choose the dates you want to un-schedule and click on the un-schedule button.



It will come up with a task progress bar in the bottom right hand corner of the screen. The selected dates and times that you chose have now been un-scheduled.



To get a more detailed view on scheduling and un-scheduling see the Autotrack Pro manual.